

# RESIDENT IN SUBSTANCE ABUSE TREATMENT SUPERVISORY CONTRACT

This **supervisory contract** is meant to outline the expectations and responsibilities of the supervisor and resident in accordance with the regulations of the Virginia Board of Counseling and responsibilities between \_\_\_\_\_, supervisor and \_\_\_\_\_, Resident in Substance Abuse Treatment effective date \_\_\_\_\_.

## **Resident's Worksite:**

List business name(s) and address(es) where the resident will be providing clinical substance abuse treatment services under the supervision of the above named supervisor working toward Licensed Substance Abuse Treatment Practitioners (LSATP) licensure.

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## **Purpose of Supervision:**

The purpose of supervision will be first and foremost to ensure the welfare of the supervisee's clients. Secondly, it will focus on promoting the supervisee's professional development, competence, and substance abuse treatment practitioner identity. Supervision will also promote the personal development and awareness in the resident.

## **Personal Goals:**

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

## **Responsibilities of the Supervisor:**

1. The supervisor will meet the qualifications as outlined in 18VAC115-60-80(D) and maintain licensure for the duration of the supervision.
2. The supervisor will monitor the performance of the person supervised and provide regular, documented individual or group consultation, guidance, and instruction that is specific to the clinical substance abuse treatment services being performed with respect to the clinical skills and competencies of the person supervised in accordance with Regulations Governing the Practice of Licensed Substance Abuse Treatment Practitioners.
3. The supervisor will avoid dual relationships which could compromise the objectivity of the relationship to the resident.
4. The supervisor will assume full responsibility for the clinical activities of that resident specified within the supervisory contract for the duration of the residency or until terminated.

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5. The supervisor will complete evaluation forms to be given to the resident at the end of each three-month period.
6. The supervisor will report the total hours of residency and will evaluate the resident's competency in the six areas stated in 18VAC115-60-80(C)(1) in by completing the verification of supervision form.
7. The supervisor will provide supervision as defined in 18VAC115-60-10.
8. The supervisor will establish written contract items related to the frequency of individual and/or group supervision sessions, formal and informal evaluations, contact information, etc.
9. The supervisor will ensure that the resident is practicing within the scope of the resident's license.
10. The supervisor will ensure the resident has read and is knowledgeable about the state and federal laws related to reporting requirements and emergency procedures for high risk or abused clients, as well as confidentiality and privileged communication.
11. The supervisor will, within a reasonable period of time before termination of supervision, provide the resident and employer with a notice of termination to avoid or minimize any harmful effect on the resident's clients or patients.
12. The supervisor will conduct supervision as a process distinct from personal therapy or didactic instruction.
13. The supervisor will provide education, oversight, and guidance in diagnosing, conceptualizing, treating and dealing with clients and conduct supervision with a focus on raw data as presented by the resident in the resident's clinical work and through case study.
14. The supervisor will be available outside of scheduled supervision for consultation and/or emergency situations.
15. The supervisor will make a reasonable effort to ensure the resident's competence to practice.
16. The supervisor will immediately report to the Board any unethical practice performed by the resident, in accordance with regulation 18VAC115-60-130.
17. The supervisor will remain up-to-date on the changes related to the Regulations Governing the Practice of Licensed Substance Abuse Treatment Practitioners.

## **Supervisor Duties:**

The supervisor agrees to provide clinical in-person supervision to \_\_\_\_\_ for a minimum of one hour and a maximum of four hours per week (40 hours of work) of face-to-face individual or group in-person supervision. The following duties may include but not limited to:

- Uphold ethical guidelines.
- Examine client presenting complaints and treatment plans.
- View videotapes of supervisee's treatment sessions.
- Challenge supervisee to justify approach and techniques used.
- Monitor supervisee's basic attending skills.
- Support supervisee's development as a counselor.
- Present and model appropriate directives.

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- Intervene when client welfare is at risk.
- Maintain weekly supervision case notes.

## **Responsibilities of the Resident:**

1. The resident will read, understand and intend to comply with the Regulations Governing the Practice of Licensed Substance Abuse Treatment Practitioners in Virginia.
2. The resident will verify that the supervisor has been approved as a supervisor by the Virginia Board of Counseling.
3. The resident will establish and execute a supervisory contract for supervision before providing clinical substance abuse treatment services as a Licensed Resident in Substance Abuse Treatment and before counting hours toward LSATP licensure.
4. The resident will participate in supervision with a goal of increasing competency in clinical practice and attend supervision on the agreed upon basis.
5. The resident will be prepared to discuss with the supervisor the diagnosis/case conceptualization and treatment of each client as well as problems in the resident's clinical milieu.
6. The resident will provide appropriate and current raw data and clinical materials for supervision which are representative of the resident's practice or of the specialty where more guidance and direction is needed.
7. The resident will avoid engaging in activity for which the resident lacks competency, training, education, supervision and which may compromise client safety and wellbeing.
8. The resident will refrain from calling themselves a substance abuse treatment practitioner or in any way representing themselves as an independent, autonomous practitioner or Licensed Substance Abuse Treatment Practitioner.
9. The resident will refrain from directly billing for services rendered.
10. The resident will, during the residency, include the resident's name and the initials of resident's degree, resident license number, and the title "Resident in Substance Abuse Treatment" in all written communications. The resident will inform clients in writing that the resident does not have authority for independent practice and is under supervision. The resident will provide the supervisor's name, professional address, and phone number.
11. The resident must renew their temporary Resident in Substance Abuse Treatment license each year and will be required to complete three hours of continuing education courses that emphasize the ethics, standards of practice, or laws governing behavioral science professions in Virginia.
12. The resident will understand that practicing as a Resident in Substance Abuse Treatment with an expired license could be grounds the revocation, suspension, probation, reprimand, censure, or denial of license.
13. The resident will complete residency hours and pass the Master Addiction Counselor (MAC), developed and managed by NAADAC, within six (6) years following initial issuance of a Resident in Substance Abuse Treatment license.
14. The resident will remain up-to-date on the changes related to the Regulations Governing the Practice of Licensed Substance Abuse Treatment Practitioners.

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15. The resident will reach out to the supervisor outside of scheduled supervision to consult or in emergency situations, as needed.
16. The resident will ensure that in-person supervision occurs a minimum of one hour and a maximum of four per 40 hours of work experience during the period of the residency.
17. The resident understands that supervision that is not concurrent with a residency will not be accepted, nor will residency hours be accrued in the absence of supervision.

## **Resident Duties:**

I agree to be consistently engaged in my supervision, to attend supervision on time and be prepared to discuss personally salient aspects of my experience, to complete all client documentation in a timely manner, to log all supervision experiences, and to act at all times in an ethical manner with clients. In addition, the following duties may include but not limited to:

- View therapy session videotapes in preparation for weekly supervision.
- Bring videotapes set to a specific point in the session where you had questions about client conceptualization, techniques, or other issues. Be prepared with specific questions to be worked on in the supervision session.
- For any videotape shown in supervision, bring required paperwork requested by supervisor.
- Justify client case conceptualizations made and approach and techniques used.
- Complete case notes and submit in a timely manner.
- Implement supervisory directives in subsequent sessions.
- Discuss any problems with the supervisory experience.

## **Compensation:**

In exchange for supervisor's time, expertise and licensure, the Supervisor will be compensated \$\_\_\_\_ per one hour of in-person individual supervision and \$\_\_\_\_\_ per group supervision provided, payable \_\_\_\_\_.

## **Emergency Procedure:**

In case of an emergency we have discussed and agreed upon the following procedure:

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## **Duration and Termination:**

The period of this agreement will be from \_\_\_\_\_ until licensed by the Virginia Board of Counseling as a LSATP, or the agreement is otherwise terminated. This agreement may be terminated by either party upon \_\_\_\_\_ days' notice. The agreement can be immediately terminated if either party fails to maintain necessary qualifications or fails to follow the Regulations Governing the Practice of Licensed Substance Abuse Treatment Practitioners.

